



JOB DESCRIPTION
SECRETARY – SUPERVISOR
CENTRAL SCHOOL PROGRAMS

JOB DESCRIPTION REVISION DATE: 6/2/2016

DEPARTMENT / SCHOOL: Central School Programs

REPORTS TO: Principal

POSITION GOAL:

To organize and maintain safe school operations through office assistance, communications and directed procedures.

ESSENTIAL FUNCTIONS:

1. Maintain and schedule Principal's calendar
2. Coordinate and schedule all activities related to meetings, including the preparation and distribution of necessary paperwork and arrangement of classroom coverage when needed.
3. Oversee all aspects of school budget for Central School Programs, (Moving On, SWEP, Center House, and Vocational Education), maintaining all files for CSP including receipts, deposit slips, etc., for auditing purposes.
4. Monitor district substitute system on a daily basis to ensure classroom coverage.
5. Input new enrollees in the district student system, create new cumulative folders and request records from previous schools.
6. Maintain accuracy of data for all students by updating files and IEP information, entering attendance, grades, making copies, etc. Record changes as appropriate and check files in and out to various authorized schools, using the folder tracking database and Student Information System.
7. Report attendance/truancy issues to appropriate supervisor.
8. Supply records, enrollment numbers, statistical reports, documents/forms, and student lists as appropriate to building teachers and staff, schools and others as requested (i.e. Kane County, Social Security Office, U-46 District Records Office, U-46 Specialized Student Services, U-46 Adult Ed., ECC Upward Bound, Rotary)
9. Calculate and process time sheets and pay stipends for students weekly.
10. Oversee the maintenance of the Dors Fund Grant Account, by retaining all documentation, and updating databases and spreadsheets. Accurately reconcile the checking account for DRS stipends, and process monthly billing and quarterly/yearly reports.
11. Print and distribute schedules as needed.
12. Initiate maintenance and repair of office equipment. Order and inventory office supplies when needed.
13. Communicate/Collaborate with home schools regarding graduation, mainstream placements, and extracurricular activities.
14. Monitor and maintain excellent communication with transportation and food service to meet program needs including detention, suspension, and final exam schedules.

KNOWLEDGE AND EXPERIENCE:

1. Ability to communicate with fluency in both English and Spanish (Written and Oral skills) preferred.
2. Ability to work accurately with numbers



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3. Three years of secretarial experience preferred.
4. Experience communicating using a walkie-talkie

EDUCATION:

1. High School Diploma or equivalent required.

DUSA QUALIFICATIONS REQUIRED*:

SECRETARIAL CLASSIFICATION CRITERIA

*(*As defined in the 2015-2017 Agreement between District U-46 Secretarial Association and the Board of Education)*

Classification A *(Proficiently demonstrates all criteria listed)*

1. Ability to communicate and interact with staff and co-workers in a professional manner
2. Demonstrates positive customer service skills
3. Demonstrates confidentiality
4. Ability to work independently
5. Ability to prioritize tasks
6. Demonstrates organizational skills
7. Keeps accurate filing
8. Maintain appropriate inventories and online file management
9. Able to use office machines (ex. laminator, fax, intercom, phone, copier)
10. Accurate typing/keyboarding
11. Working knowledge of computer programs
12. Willingness and ability to learn

Classification B *(Proficiently demonstrates all criteria listed, including classification A)*

1. Perform reception duties
2. Perform student attendance duties
3. Utilize excellent written and verbal communication skills (parents, staff and students)
4. Responsible for tracking and balancing building/department expenditures (if applicable)
5. Working knowledge of computer program Word and Excel
6. Willingness to learn and become proficient in advanced applications and specialized computer programs (Mail Merge, Student Information Systems, etc.)

Classification C *(Proficiently demonstrates all criteria listed, including classifications A and B)*

1. Demonstrates appropriate decision making in support of or in absence of director or supervising administrator
2. Knowledge and ability to perform necessary tasks to ensure the smooth operation of the district level department/building
3. Proficient in specialized computer programs and applications
4. Responsible for creating and initiating written and verbal communication (community and district officials/representatives)
5. Responsible for maintaining director or supervising administrator calendar/schedule (if applicable)
6. Responsible for office management, environment, staff, finances (banking and financial software)
7. Ultimately responsible for coordination, organization, facilitation of district level department/building



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ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential job functions are subject to modification.

TERMS OF EMPLOYMENT:

10 month, (Classification C)

This is a collective bargaining position

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of DUSA employees.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____